



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS POLICY STATEMENT NUMBER: PS 03-2013

Date: March 20, 2013

Subject: NC Division of Workforce Solutions' Revised Trade Adjustment Assistance (TAA) Participant Transportation Policy

From:


Roger Shackelford, Assistant Secretary

Purpose: To transmit the revised Trade Adjustment Assistance (TAA) Participant Transportation Policy.

Background: In accordance with the US Department of Labor Trade Adjustment Assistance (TAA) program Training and Employment Guidance Letter (TEGL) 05-01 dated September 28, 2001, the Division of Workforce Solutions has revised the TAA program Participant Transportation Policy.

The revision begins with the determination of the TAA Training Participant's "normal commuting distance". Effective immediately the "normal commuting distance" established for a TAA Training Participant is "40 or more miles roundtrip". This roundtrip is from the TAA Participant's residence to the TAA Approved Training Facility and return. If a TAA participant is enrolled in TAA Approved Sponsored Training and has an approved TAA Training Plan Form (NCDWS 8-58) active on file, he/she may be eligible to apply for and receive TAA Participant Transportation allowances.

Operating Procedures:

To ensure that transportation payments are paid to eligible participants and in accordance with the established Federal guidelines, the following procedure for processing Trade Adjustment Assistance Transportation payments is implemented:

- At the time of the trade affected workers 4 week review, the Trade Adjustment Assistance (TAA) Case Manager should determine if the worker meets the criteria for reimbursement of transportation expenses based on the established commuting distance. To establish this, the Case Manager should use MapQuest, Google Maps, or Yahoo! Maps to determine if the participant is commuting 40 or more miles roundtrip from his/her residence to the training provider. The Case Manager should retain the MapQuest, Google Maps, or Yahoo! Maps printout in the participant's file along with a printed copy of the Transportation Entitlement from Special Payment System that the participant has signed. When participants' roundtrip

commute is 40 or more miles round trip, they are eligible for transportation reimbursement. This reimbursement will revert back to be effective with mile (1) one and will be paid at the current Federal per diem rate.

- TAA Case Managers will provide the participants with bi-weekly attendance sheets, Form NCDWS 2793. Two Attendance Sheets should be issued at each four (4) week review. Participants will submit the completed Attendance Sheets for the previous (4) weeks at each visit.
- TAA Case Managers will review the completed forms and compare the dates of attendance to the course schedule for that semester and ensure that each instructor has properly signed on the line that corresponds to his/her class.
- TAA Case Managers may enter a Transportation Entitlement in the Special Payment System (SPS) at the beginning of each training period (semester, if appropriate). When participants relocate their residence, they must inform the Case Manager and a new MapQuest, Google Maps, or Yahoo! Maps printout should be generated.
- TAA Case Managers will enter the miles traveled weekly in the Special Payment System (SPS) and a payment will be issued to every participant who is commuting 40 or more miles round trip from the participant's residence to the Training Provider.
- TAA Case Managers should notify TAA participants that they will receive one transportation reimbursement payment that will represent no more than the four (4) week period. This four week period is based on the Bi-weekly Attendance sheets (NCDWS-2793). If a participant presents more than the four (4) week period of Bi-weekly attendance sheets he/she will only receive payment for the previous (4) week pay period.

Action: Division staff and Local Workforce Development Areas will be aware of the changes in the Revised Trade Adjustment Assistance Transportation Policy.

Effective Date: Immediate

Expiration: Indefinite

Contact: Dianna Rivera, Trade Adjustment Assistance Coordinator